ACIP Web Interface
User Documentation

Introduction

The purpose of the AICP system is to allow each airport on an individual basis to assess their needs for future growth, expansion, and facility needs. The AICP makes way for a convenient means to document, communicate, and track the airport's needs directly to the Arizona Department of Transportation - Aeronautics Division.

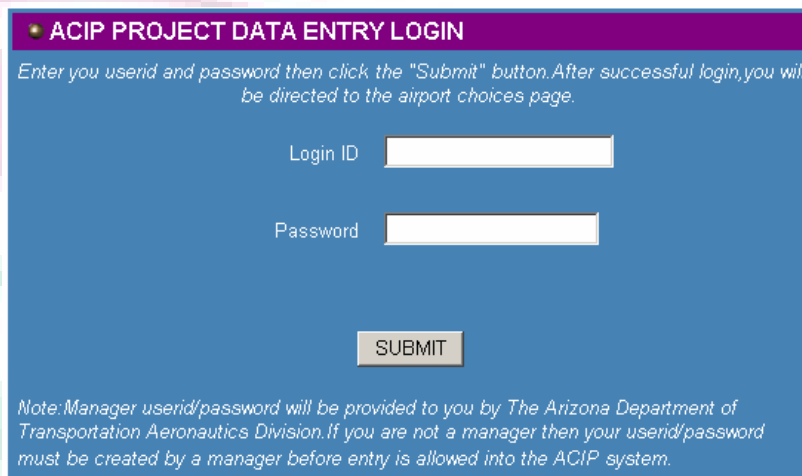Arizona Department of Transportation
Aeronautics Division

The following documentation is intended to provide guidance to Airport Managers and their designated users. The examples listed in this document serve as a quick reference to the procedures used to enter projects and to illustrate the functions included in the website. Please note that there may be slight differences in appearance of the screens.

Logging In

Passwords and User IDs are **case sensitive**.

Once you have reached the login screen (Fig. 1), enter your User ID and password exactly as given.
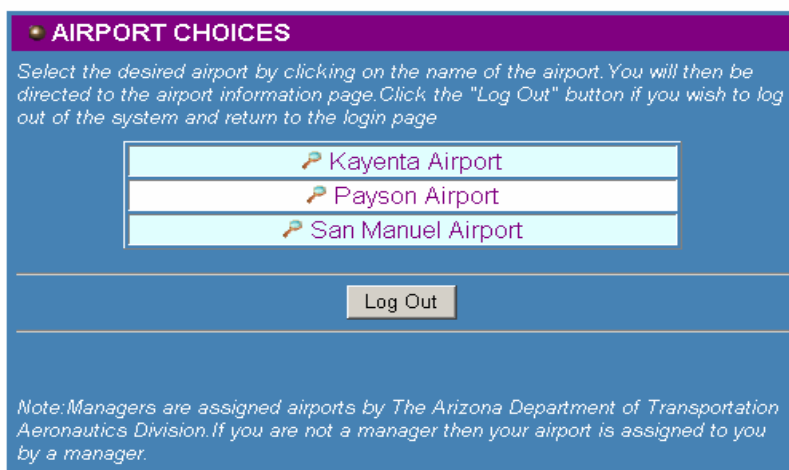
📷 **Fig. 1**

Once you have successfully logged into the system the airport selection screen will appear (Fig. 2).

📷 **Fig. 2**

Select any available airport by clicking on it.

You will be brought to the Airport Information Page (Fig. 3).

📷 **Fig. 3**

The airport information must be completed by the Airport Manager and should be updated each year. This page stores general contact, operational, and performance standards data. From this screen you will also be able to access to user/airport security and projects.

The following actions can be performed on this page:
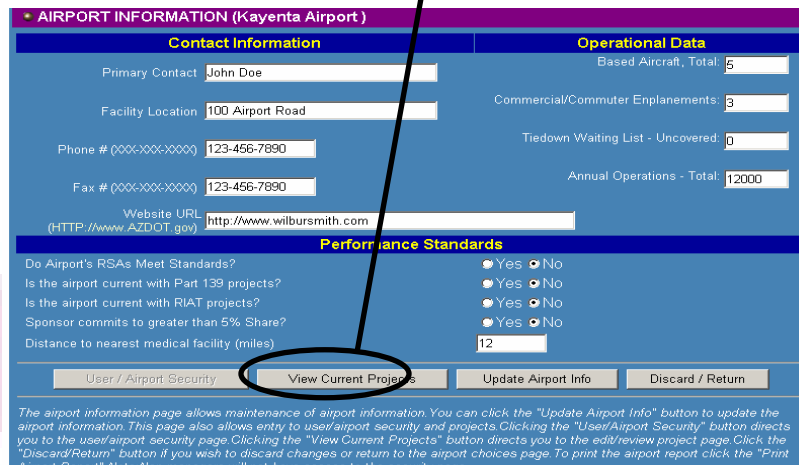
- Clicking the "**Update Airport Info**" button to update the airport information. As indicated above in Fig. 2, all fields must be populated. You may use "0" for any null values.

  Note: *No information will be saved until the "Update Airport Info" button has been clicked. An "airport information updated" message* airport information updated *will appear at the bottom of the screen to inform the information has been successfully updated.*

- Clicking the "**View Current Projects**" button directs you to the edit/review project page.
- Click the "**Discard/Return**" button if you wish to discard changes or return to the airport choices page.
- Click the "**User/Airport Security**" button directs you to the user/airport security page. This option is only available to Airport Managers.
- To print an airport summary report, click the "**Print Airport Report**".

Viewing, Adding, and Digitizing Projects:

To edit, add, or review projects click on the "**View Current Projects**" button.

You will be able to review all projects for the program year and fiscal year. Click the "**View Project List**" to view all projects. Please ensure that the appropriate Program and Fiscal Year is selected before entering a new project.

You will be forwarded to the project list page.
This contains all the projects for the individual program and fiscal year.

Click on the "**View Draft Program Year**" button to bring you to a complete listing for all projects within the program year.

Underneath the "Status" menu, the projects will either be flagged with *Not Submitted*, *Submitted*, *Accepted*, or *Rejected*.

2007 DRAFT PRGRAM YEAR REVIEW - ('Kayenta Airport')

Fiscal Year	Project Description	Funding Type	Total Funding	Status
2007	Airport Runways	Federal, State, and Local	56000.00	Submitted
2007	Airport Project	Federal, State, and Local	320033.00	Submitted
2007	Another Project	Federal, State, and Local	555454.00	Not Submitted

Send To Aeronautics   Discard / Return

Print Draft Program Report

send the projects that have not been submitted to aeronautics,click the "Send
Aeronautics" button.To discard or return to the previous page,click the
scard/Return" button.To print the draft program year report,click the "Print Draft
gram Report" link

When you are ready to submit the projects you have created click the "**Send To Aeronautics**" button.

Once you have submitted the project to Aeronautics you will no longer be able to edit or make any additional changes the project.

If you would like to add a new project click the "**Add New Project**" button. To edit a project simply press the View Project List button and select the appropriate project

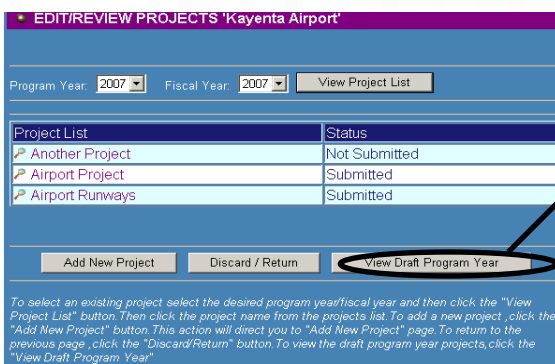**EDIT/REVIEW PROJECTS Kayenta Airport**

Program Year: 2007   Fiscal Year: 2007   View Project List

Add New Project   Discard / Return   View Draft Program Year

To select an existing project select the desired program year/fiscal year and then click the "View
Project List" button.Then click the project name from the projects list.To add a new project ,click the
"Add New Project" button.This action will direct you to "Add New Project" page.To return to the
previous page ,click the "Discard/Return" button.To view the draft program year projects,click the

ADD NEW PROJECT(Kayenta Airport)

Program Year 2007
Project Category Federal, State, and Local
Project Component Apron:Construct Apron - Capacity
Fiscal Year 2007

Is project shown on ALP? Yes No
Approved Payment Maintenance Project? Yes No
Engineering approved by ADOT/FAA? Yes No
Phased Project? Yes No
Main Runway/Taxiway? Yes No
Environmental Review Status? N/A

Short Description   Status Not Submitted

Project Justification
Enter Justification for any project in the first fiscal year of this submittal

Description of work to be accomplished (Identifier, Location and Size Only)

Project Total $

Save   Discard / Return

To add a new project ,enter data into the data fields and click the "Save" button.Once a
project has been saved ,you will be redirected to the ArcIMS page.To discard or return to the
previous page,click the "Discard/Return" button

To add a new project, enter data into the fields. Click the "**Save**" button to store your project.

Note: All fields are mandatory and must be populated in order to save your project.

Once a project is saved only a Manager will have the privileges to remove projects.

Once your project has been saved, you will be sent directly to the ArcIMS page. (Fig. 4)

The Digitizing Menu

ArcIMS , or Arc Internet Map Server is a web based mapping application.
ArcIMS will enable a user to draw, or digitize on screen, outline, and save the project
within the program and fiscal year selected.

There will be aerial photos and CAD drawings displayed as representation of the
airports. The Legend on the right hand side illustrates the symbology used to represent
the features in the CAD drawings.
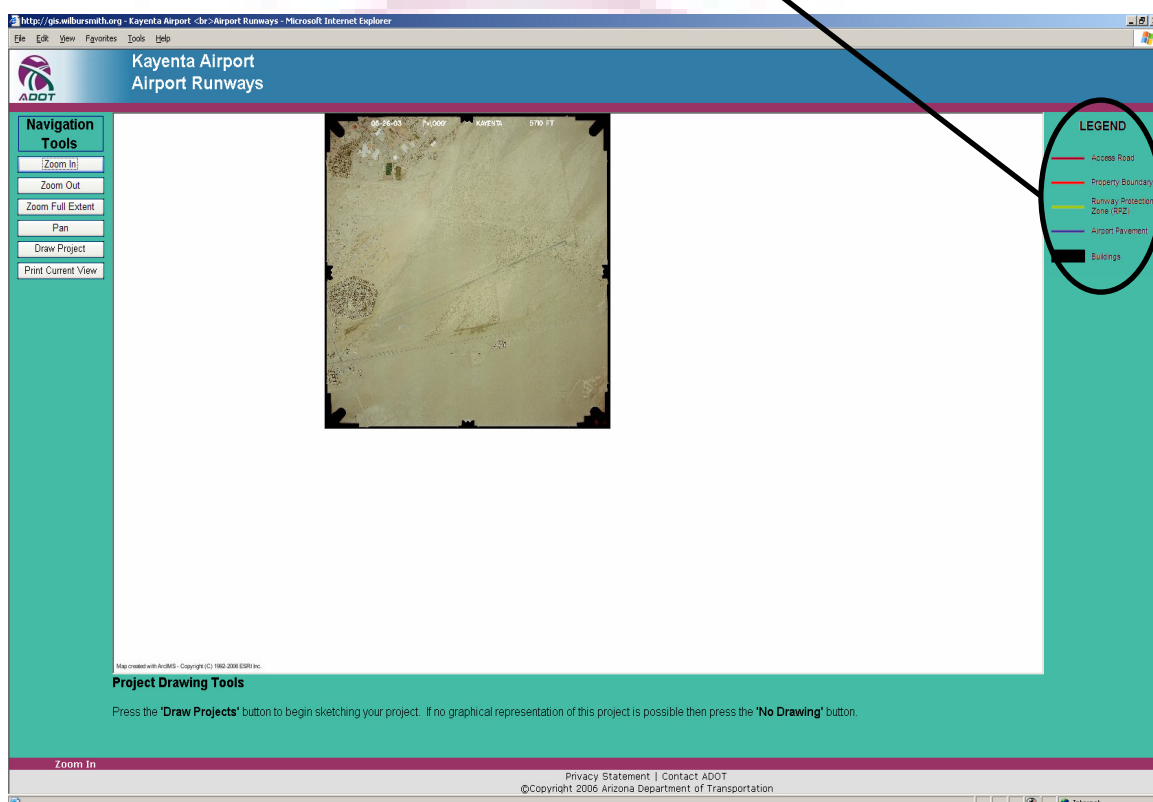
Fig. 4

There are six navigation buttons located on the left had side of the screen.
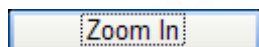
Zoom In

"**Zoom In**" allows you to select the area you wish to view in more detail. You can zoom
in on an area you desire by clicking on the "Zoom In" button. Move the mouse cursor
over the area you intend to zoom. Click and hold down the left mouse button and drag
the red box over the area you want to enlarge. Figure 5 shows the general area to be
zoomed in. Figure 6 shows the area zoomed in.

Fig. 5
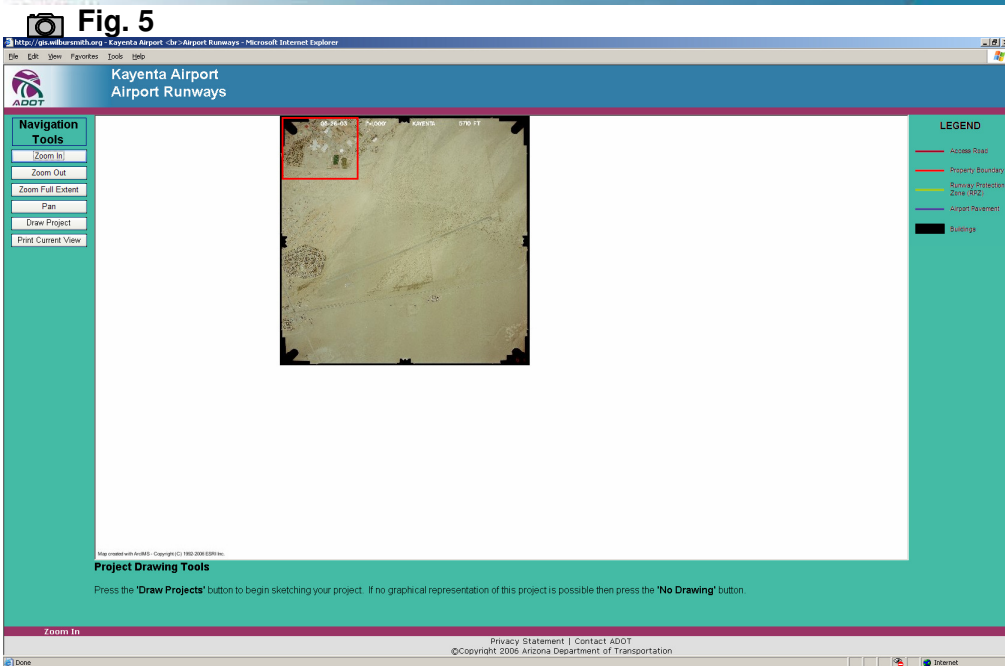
Fig. 6

The "**Zoom Out**" tool functions as the exact opposite as the "Zoom In" tool. To Zoom Out you will follow the same procedures when zooming in by clicking and holding down the left mouse butt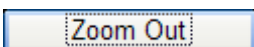on. Drag the red box over the area you want to zoom out. The smaller the box you create the greater the zoom out will be. The larger the box the less the area will be zoomed out.
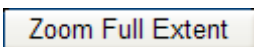
The "**Zoom Full Extent**" will show the whole picture in its entirety.
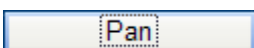
The "**Pan**" function is primarily useful when you would like to move the image around zoomed in at that particular level.

Draw Project

Clicking the "**Draw Project**" button will open the "Project Drawing Tool". Please note that whenever you use the Pan, Zoom In, or Zoom Out you will need to click on the Draw Project button again to bring up the drawing menu.
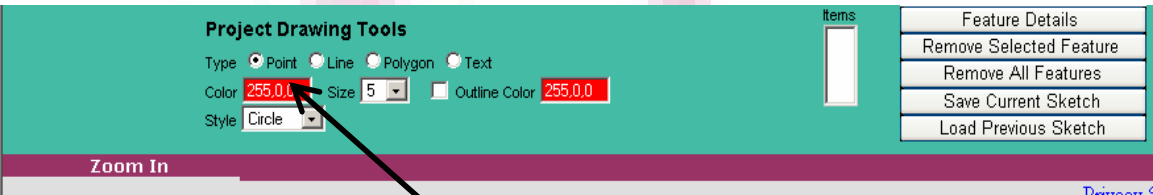
You will be able to customize your drawings by selecting the colors and size of your points, lines, polygons, and text.

The numbers in the red boxes represent the amount of red, green, and blue in the color you have selected. Red will be the color by default.
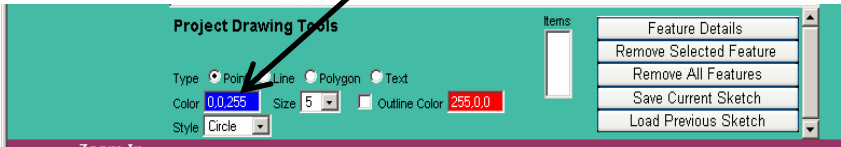

To change the color the click on the color box that is highlighted in red. Another window will open and reveal your color choices (Fig. 7). Select a blue color and the color box will close and return you to the ArcIMS site.
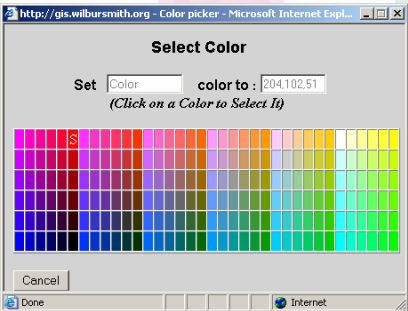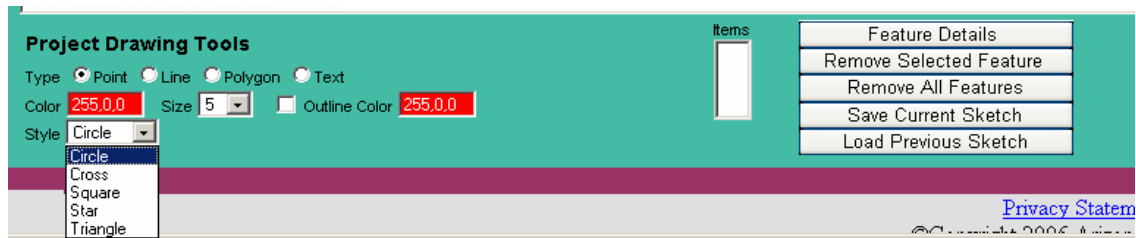

Fig. 7

Notice that the Red has now changed to the shade of blue you selected.

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There are four types of feature tools available: Point, Line, Polygon, and Text.

You will be able to select and use one tool at a time.

Point Tool - Allows you to place individual marks or points. This may be useful when trying to identify individual features.

The point tool allows you to draw with five different styles: Circle, Cross, Square, Star, and Triangle.

Line Tool -This tool is useful for drawing boundaries or outlines. This tool allows you to customize your line styles to easily distinguish between several different lines and boundaries. The patterns you can choose from are: Solid, Dash, Dot, Dash dot, and Dash dot - dot.

Polygon Tool - The polygon is useful for drawing, or digitizing buildings and other large features.

Text - Text allows you to label the objects you draw and various features on the aerial photographs. You will be able to customize the type, font, size, color, and style.
You may choose to display your fonts in several different styles such as bold, Italic, and underline.

Digitizing

To start digitizing, first click on the "**Draw Project**" button and select the type of feature you would like to create.

Once you have selected the type you would like to draw, select your color, size, and style.

After setting the desired criteria you may begin drawing.

For this example, we are going to digitize the track and field located in the north east area of the Kayenta Airport Aerial.
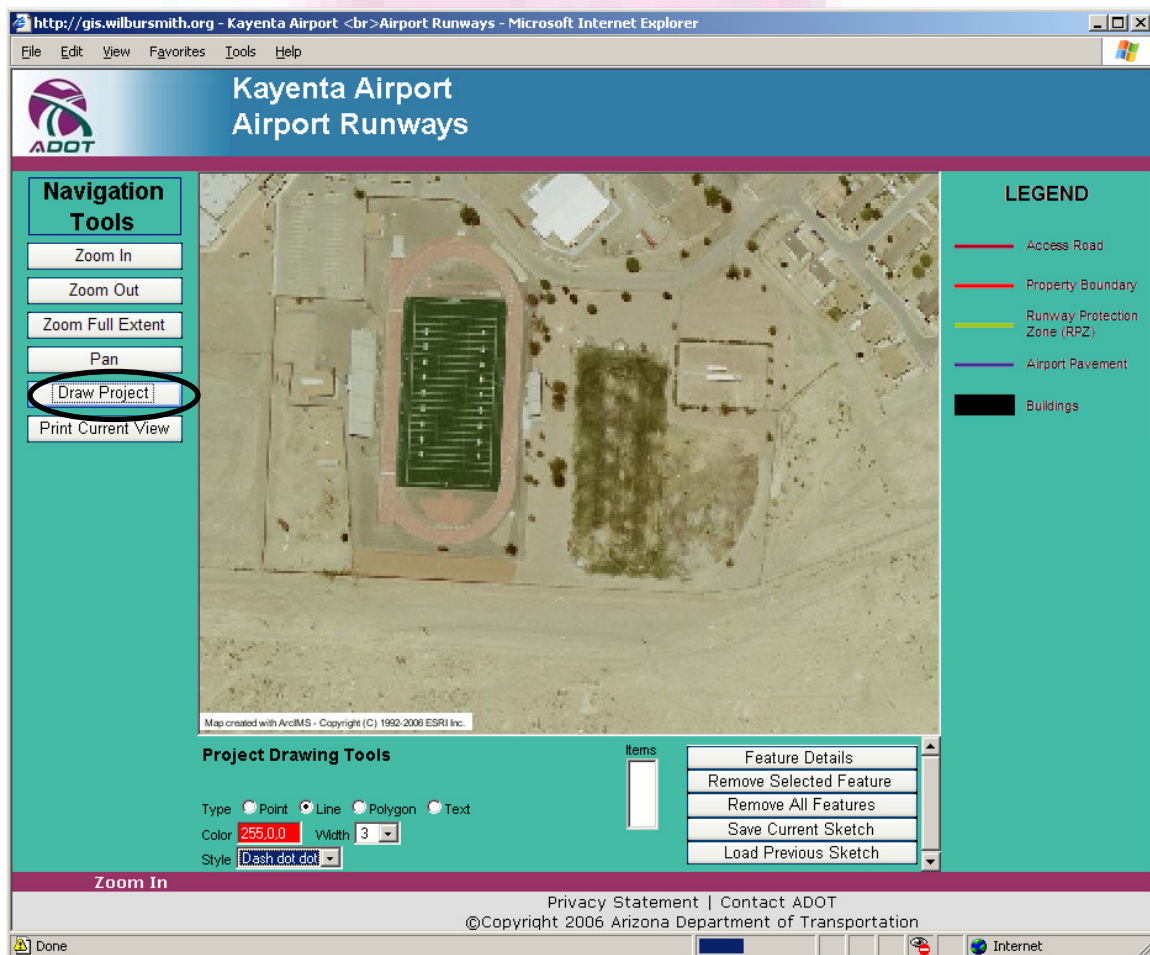
A red line feature with a width of 3 and Dash dot-dot style has been chosen for this exercise.
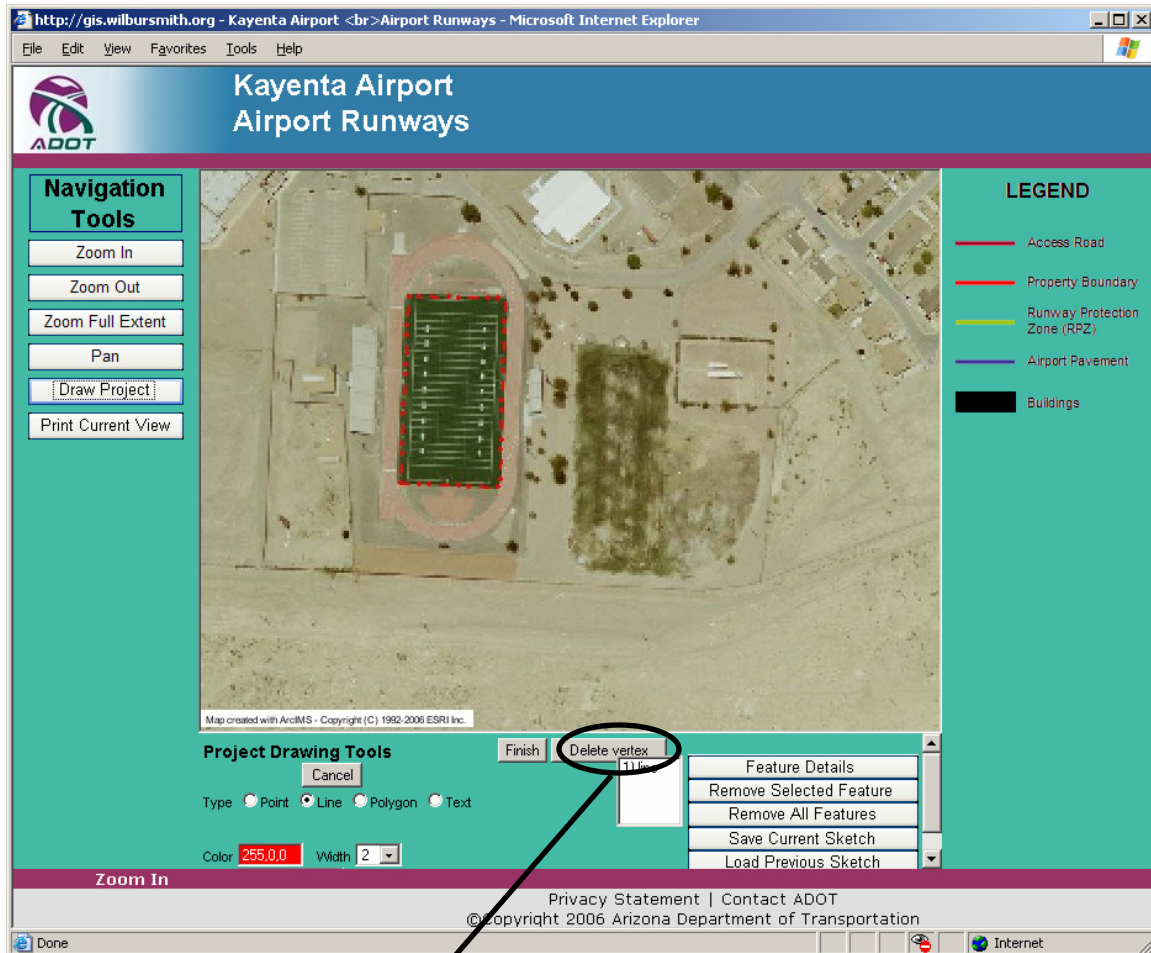
📷 **Fig. 8**

📷 **Fig. 9**

Click on the lower left corner of the field (Fig. 8). This is represented by the red dot.

Next, place your second click was on the lower right corner of the field (Fig. 9).

Now click once on each of the remaining corners.

After you have completed clicking on all four corners the end result should be displayed as above.

The "**Delete vertex**" button will allow the line you created to be changed, or edited.

If you have finished drawing the line or you want to draw a separate line you must click "**Finish**".

Note: Once you click finish you can no longer edit the line; however, you will be still able to delete it.

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There is a large set of bleachers on the left side of the track and field. We will next digitize the bleachers by drawing a polygon.

Click on the **Polygon** tool and on the color box. Select a blue color.

Drawing a polygon is similar to drawing line features. Click on all four corners of the
bleachers and then click on the "**Finish**" button.

To fill the polygon, check the *fill color* box **before** you start digitizing. Select from any style and color available.

🔲 **Fig. 11**

As you digitize, the "Items" menu becomes populated with all features you have created (Fig. 11).

Click on one of the items in the box, and click on the "**Feature Details**" box. This will bring up information about the particular drawing created (Fig. 12).
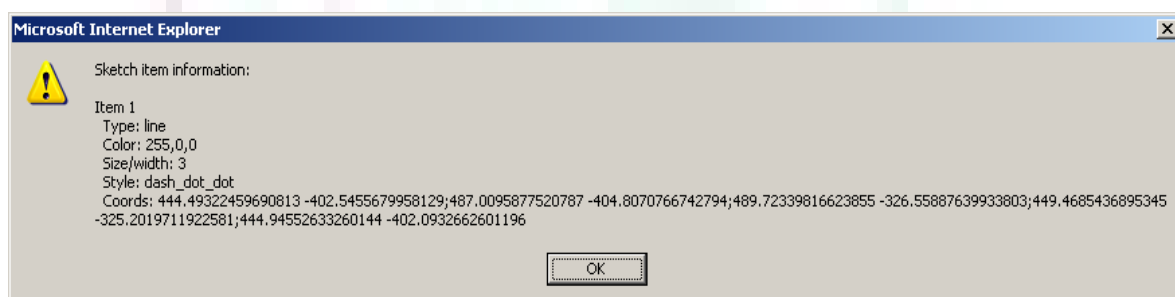

🔲 **Fig. 12**

You can also delete individual features by selecting the feature you would like to delete under the "Items" menu and clicking the "**Remove Selected Feature**" button, or all features can be removed by clicking on "**Remove All Features**".
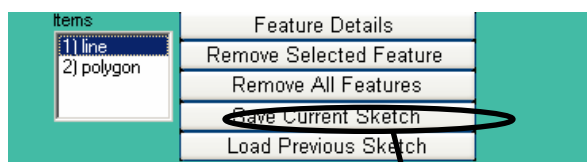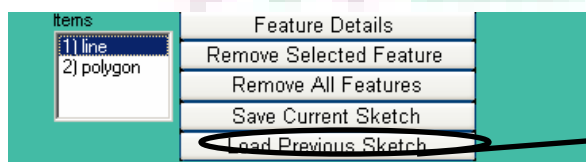

To save your work, click "**Save Current Sketch**" button. The Save Project Sketch window will appear (Fig. 10).

Any sketches that have been previously saved will be replaced for that individual program and fiscal year.

Note: It is highly recommended you save your work often.
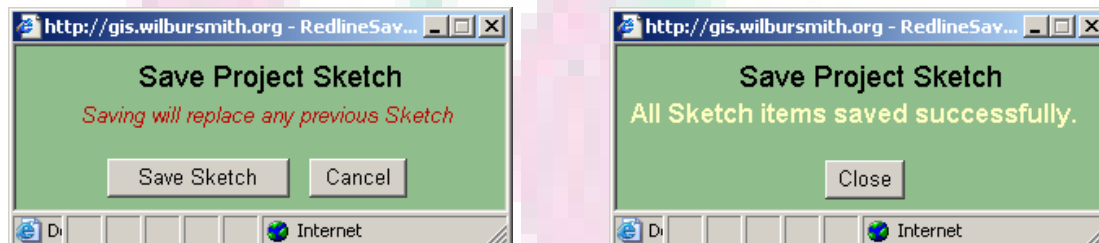
 Fig. 10

To return to your saved sketch, click on the "**Load Previous Sketch**" button.